

SELF-SERVICE CENTER

PROCEDURES: HOW TO FILE DIVORCE PAPERS WITH THE COURT

STEP 1: Complete the *"Family Court / Sensitive Data Coversheet Without Children"*.
(No copies needed).

MAKE 2 COPIES OF THE FOLLOWING DOCUMENTS ONCE YOU HAVE FILLED THEM OUT:

- *"Summons"*
- *"Preliminary Injunction"*
- *"Petition for Dissolution of Marriage (Divorce) Without Minor Children"*
- *"Notice of Right to Convert Health Insurance"*
- *"Notice Regarding Creditors"*

STEP 2: SEPARATE YOUR DOCUMENTS INTO THREE (3) SETS:

SET 1 – ORIGINALS (For the Clerk): <ul style="list-style-type: none">• <i>"Family Court / Sensitive Data Cover Sheet Without Children"</i>• <i>"Summons"</i>• <i>"Preliminary Injunction"</i>• <i>"Petition for Dissolution of Marriage (Divorce) Without Minor Children"</i>• <i>"Notice of Right to Convert Health Insurance"</i>• <i>"Notice Regarding Creditors"</i>	SET 2 – COPIES (For Spouse): <ul style="list-style-type: none">• <i>"Summons"</i>• <i>"Preliminary Injunction"</i>• <i>"Petition for Dissolution of Marriage (Divorce) Without Minor Children"</i>• <i>"Notice of Right to Convert Health Insurance"</i>• <i>"Notice Regarding Creditors"</i>
SET 3 – COPIES (For You): <ul style="list-style-type: none">• <i>"Summons"</i>• <i>"Preliminary Injunction"</i>• <i>"Notice Regarding Creditors"</i>• <i>"Petition for Dissolution of Marriage (Divorce) Without Minor Children"</i>• <i>"Notice of Right to Convert Health Insurance"</i>	

STEP 3: FILE THE PAPERS AT THE COURT:

FILE YOUR PAPERS at the Clerk of Court filing counters at one of the following locations: The Court is open from 8 a.m.-5 p.m., Monday-Friday. **You should go to the Court at least two hours before it closes.**

Clerk of the Superior Court
CENTRAL COURT BUILDING
201 West Jefferson, 1st floor
Phoenix, Arizona 85003

Clerk of the Superior Court
SOUTHEAST COURT COMPLEX
222 East Javelina Avenue, 1st floor
Mesa, Arizona 85210

Clerk of the Superior Court
NORTHEAST COURT COMPLEX
18380 North 40th Street
Phoenix, Arizona 85032

Clerk of the Superior Court
NORTHWEST COURT COMPLEX
14264 West Tierra Buena Lane
Surprise, Arizona 85374

FEES: A list of current fees is available from the Self Service Center and from the Clerk of Court's website.

If you cannot afford the filing fee and/or the fee for having the papers served by the Sheriff or by publication, you may request a deferral (payment plan) when you file your papers with the Clerk of the Court. Deferral Applications are available at no charge from the Self-Service Center.

Hand all three (3) sets of your court papers to the Clerk along with the filing fee.

MAKE SURE YOU GET BACK THE FOLLOWING FROM THE CLERK:

- * Your Set of Copies
- * Your Spouse's Set of Copies

STEP 4: Read the packet called *"Service of Court Papers"* that applies to your situation at the Self-Service Center to find out how to serve the other party.